



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 21ST THEATER SUPPORT COMMAND**  
**UNIT 23203**  
**APO AE 09263**

AERCG

15 September 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: 21st Theater Support Command Policy Letter 19, Nontactical Vehicle Usage**

**1. References:**

- a. Department of Defense (DoD) Directive 4500.36, 10 April 1985.
- b. DoD Regulation 4500.36-R, March 1994.
- c. AR 58-1, Management, Acquisition and Use of Motor Vehicles, 28 January 2000.
- d. AE 58-1, Management, Acquisition and Use of Motor Vehicles, 27 January 2003.
- e. Secretary of the Army Travel Policy, 26 March 2003.

2. Department of Defense owned or controlled transportation shall be used for official purposes only. Official use refers to a use in support of authorized DoD functions, activities, or operations. Any questions concerning "official use" shall be resolved in favor of strict compliance with statutory provisions and DoD and Department of the Army (DA) policy. These rules apply to, but are not limited to, non-tactical vehicles (NTVs), vehicles rented by the Government, and rental vehicles for which the Government directly pays the rental charges (hereinafter collectively referred to as NTVs). These rules, however, do not apply to vehicles Government employees rent and pay for from their own funds, whether or not the Government later reimburses them.

3. While on TDY, an employee can use an NTV to travel between places of lodging, work sites, and some places that are required for the employee's comfort and health only if there is not an adequate DA or DoD bus service. In the Kaiserslautern Military Community, there are contracted shuttle buses that provide adequate service; therefore, personal usage of NTVs is not authorized. NTVs will not be used as transportation to or from the following establishments: commissary, Post or Base Exchange, barbershop, laundry, mailroom for personal mail, bank, movie theater, shoppette, local restaurants, off-post businesses, and similar locations of a personal and unofficial nature. NTVs will not be used to transport Army personnel and their family members to, from, or between U.S. Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. NTVs will not be used to transport personnel or to pickup or deliver any items or supplies that are required for any unofficial functions or activities, such as office coffee funds or office luncheons.

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4. Overnight retention of NTVs is not authorized. Transportation by individual NTV between a soldier's residence and place of employment is not considered "official business" and is not authorized. This restriction prohibits a soldier from driving an NTV part of the way to his or her residence and parking the NTV in a location near the residence.

5. If the normal bus schedule does not accommodate the needs of a section, then the section should first try to resolve the issue internally through carpooling or pickup by other section members. If the staff chief or section OIC is unable to resolve the lack of transportation internally, then he or she should coordinate with G-4.

6. NTVs will not be provided solely on the basis of rank, position, prestige, or personal convenience.

7. Examples of permissible use.

a. A soldier working in the G-1 section is required to travel from Panzer Kaserne to a deployment node to participate in a safety inspection of node operations. It would be permissible for him to travel by NTV, since this is official duty.

b. Monday through Friday, an officer working in the 200th MMC is required to travel between Kleber Kaserne, Vogelweh, and Heidelberg to perform his duties. He is permitted to travel between these locations via NTV. However, he is not permitted to deviate from his official route for non-official purposes (i.e., dropping off his laundry) nor may he retain the NTV overnight merely to make his morning departure more convenient.

8. Penalties for misuse of NTVs.

a. Civilian Employees. Any employee who willfully use or authorize the use of an NTV except for official purposes shall be suspended from duty for not less than one month without compensation, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.

b. Local National employees who willfully uses or authorizes the use of an NTV except for official purposes may be disciplined according to the existing German Labor Laws and governing USAREUR Regulation 690-64.

c. Military Personnel. Any military personnel who willfully use or authorize the use of an NTV except for official purposes may be disciplined under the provisions of the Uniform Code of Military Justice or other appropriate administrative procedures.

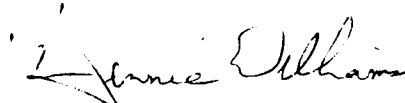
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9. The G-4 will consider requests for exceptions to this policy on a case-by-case basis.

10. The point of contact is Mr. Frank Joshua, G4 Deputy, 484-7562.

11. FIRST IN SUPPORT!

A handwritten signature in black ink, appearing to read "Bennie Williams", is positioned above the printed name.

BENNIE E. WILLIAMS  
Major General, USA  
Commanding

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A (21st TSC Cir 25-30)